

Notification of Placement

Note: In order to create a Relative/Non-Relative Search record, an assignment to the case is needed.

Note: The Notification of Placement page is accessed via the Relative/Non-Relative Search page. Information on how to create a search record can be found in the Relative/Non-Relative Search User Guide.

1. Open the Relative/Non-Relative Search page via the Relative/Non-Relative Summary page (create Case Work > Planning > Relative/Non-Relative Search and then click the Insert button on the Relative/Non-Relative Summary page if the relative/non-relative does not exist or the Edit hyperlink if the relative/non-relative exists).
2. On the Relative/Non-Relative Search page, document the relative/non-relative by entering the name, address, contact information, and relationship to child. Since the child is currently in an open Out of Home Placement, the Placement Considerations group box is required. Select the corresponding radio button to respond 'Yes' or 'No' to the 'Placement Considered?' and 'Does the relative want to be considered as a permanent resource if needed?' questions.
3. Click on the [Create Notification of Placement](#) hyperlink to open the Notification of Placement page. If you have not done so already, save your changes.

Relative/Non-Relative Search -- Webpage Dialog

eWiSACWIS Print Spell Check ABC Help ?

Basic
Case Name: [Zoo, Mary \(9222055\)](#) Child Name: [Zoo, M \(9222223\)](#)

Relative Search
First Name: MI: Last Name: Suffix: DOB:
C/O: ☐ Deceased
Street: Apt:
WI City:
City: State: ZIP: Country:
Phone: Ext: Cell: Alt Phone: Alt Ext:
E-Mail: Secondary E-Mail:
Relationship to Child: Last Updated By: On:

Placement Considerations
☐ Yes ☐ No Placement Considered?
☐ Yes ☐ No Does the relative want to be considered as a permanent resource if needed?
[Create Notification of Placement](#)
Description of why placement was not successful:

[More...](#) [Less...](#) [Default](#)

Relationship to Child:
aunt
brother
brother in-law
cousin
grandparent
nephew
niece
non-relative (connected to child)
non-relative (connected to child/parent)
non-relative (connected to parent)
parent
sister
sister in-law
uncle

Save **Close**

4. On the Notification of Placement page, the Notice to Relative/Non-Relative group displays Case Name and Child Name hyperlinks. Clicking the Case Name hyperlink opens the Maintain Case page, while clicking the Child Name hyperlink opens the child's Person Management page.
 5. To add additional children to this Notification of Placement, click the Insert button, otherwise continue to Step 8.
 6. Select the child to add from the drop down under Child Name.
 7. In the Relative/Non-Relative drop-down, select either: the same relative/non-relative that already exists for the additional child **OR** 'Create Relative/Non-Relative Search Record' to add the child to the Notification of Placement for this relative **and** to create this Relative/Non-Relative for the child's relative/non-relative.
- Note:** It is important to select the same individual for the child and any additional children. If the wrong relative is selected in the Relative/Non-Relative drop-down, the Notification of Placement will not be associated to that relative/non-relative's search record for the additional child(ren).
8. Click the [Edit](#) hyperlink to launch the Notification of Placement.

Notification of Placement -- Webpage Dialog

cWiSACWIS TM Print Spell Check Help

Notice to Relative/Non-Relative

Case Name: [Zoo, Mary \(9222055\)](#) Date Created: 02/15/2013 Sent: ☐ Date Sent: 00/00/0000 [Edit](#)

Child Name: [Zoo, M \(9222223\)](#)

Relative/Non-Relative: Mazzy Mae
aunt
123 Elm Street
Sun Prairie, WI 53590

Additional Children

| Child Name | Relative/Non-Relative | |
|------------------------|---|------------------------|
| Zoo, Testing (9222218) | <div> <div>Create Relative/Non-Relative Search Record</div> <div>Zoo, Zebra A. (aunt) 525 Smiths Crossing La Crosse WI 54601</div> </div> | Delete |

[Insert](#) [Save](#) [Close](#)

9. The notification will pre-fill with the Relative/Non-Relative name and address (if entered on the Relative/Non-Relative Search page), worker, and child(s) information. Print the notification by clicking on the Print button, then click on 'Close and Return to eWiSACWIS' to return to the Notification of Placement page.

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File F eWiSACWIS V1

Print Cut Copy Paste Zoom Spell Check Copy From Bookmarks Close and Return to eWiSACWIS

NOTIFICATION OF THE REMOVAL OF A CHILD FROM THE CUSTODY OF HIS OR HER PARENT AND PLACEMENT INTO OUT-OF-HOME CARE

Use of form: Child welfare and juvenile justice agencies are required to notify adult relatives and other adults suggested by the child's parents when a child has been removed from the custody of his or her parent and placed in out-of-home care pursuant to Ch. 48 (the Children's Code) and Ch. 938 (the Juvenile Justice Code) of the Wisconsin Statutes. Use of this form is required. Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m), Wisconsin Statutes].

Date: February 15, 2013

To: Mazzy Mae
123 Elm Street
Sun Prairie, WI 53590

From: Caitlin M. Cake
Milwaukee

RE: Notification of the removal of a child from the custody of his or her parent and placement into out-of-home care

The following information relates to the child(ren) listed below.

| Child Name | Age | Gender | Effective Date of Placement |
|-----------------------------|-----------|--------------------|-----------------------------|
| <u>M Zoo</u> | <u>9</u> | <u>Male</u> | <u>01/11/2005</u> |
| Parent Name(s) | | City, State | |
| <u>Mary Zoo</u> | | <u>Madison, WI</u> | |
| Child Name | Age | Gender | Effective Date of Placement |
| <u>Testing Zoo</u> | <u>11</u> | <u>Male</u> | |
| Parent Name(s) | | City, State | |
| <u>Mary Zoo and Jim Zoo</u> | | <u>Adams, WI</u> | |

This is to notify you, as an adult relative or other adult, pursuant to Ch. 48 or Ch. 938, Wisconsin Statutes, that the above-named child(ren) has / have been removed from the custody of his or her parent and placed into out-of-home care.

Early involvement with relatives supports continuity of relationships that are important for a child's well-being. Relatives and other adults are important resources for all children especially when children are placed into out-of-home care because it can be difficult to maintain familial and tribal relationships. Relatives and other adults have the option of being considered as a placement, being involved as a resource, or remaining un-involved. There is no requirement that you respond to this notice. However, a delay in your response could lessen the chances that a child would be placed with you. For example, if the child has already forged a strong bond with another relative or care provider, the court might decide that it would be harmful to the child to change homes. If your circumstances change and / or you reconsider your involvement at a later point, please make contact with the agency listed on this form. Even if you are unable or unwilling to be considered as a placement resource for the above-named child(ren), you may want to consider how else you could be a resource to the child(ren) or family. Visiting the child, keeping in contact with the child, or providing emotional or other support to the child or child's family are all things you can do to help.

You may be given consideration for placement of the child through the foster care program or as a relative placement. Consideration does not necessarily mean the child(ren) will be placed in your home (e.g., the child(ren) may already be placed now and additional considerations would need to be made by the court before the child's placement is changed). Decisions regarding the child's placement are made by the court. In addition, if the child is an Indian child under the Indian Child Welfare Act, placement preferences must be followed when making a placement decision.

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10. On the Notification of Placement page, click Save in order to enable the Sent check box. Select the Sent checkbox and Save button to complete. The Date Sent will default to the day the template is originally launched and saved. If applicable, update the Date Sent field. Click Save.

Notification of Placement -- Webpage Dialog

eWiSACWIS

TM Print Spell Check Help

Notice to Relative/Non-Relative

Case Name: [Zoo, Mary \(9222055\)](#)

Child Name: [Zoo, M \(9222223\)](#)

Relative/Non-Relative: Mazzy Mae
aunt
123 Elm Street
Sun Prairie, WI 53590

| Date Created | Sent | Date Sent | |
|--------------|-------------------------------------|------------|----------------------|
| 02/15/2013 | <input checked="" type="checkbox"/> | 02/15/2013 | Edit |

Enter a date.
mmddyyyy or mm/dd/yyyy

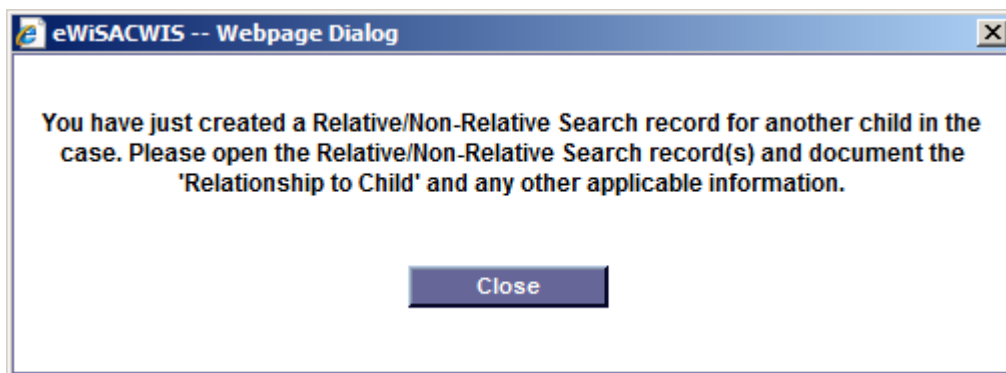
Additional Children

| Child Name | Relative/Non-Relative | |
|------------------------|--|------------------------|
| Zoo, Testing (9222218) | Create Relative/Non-Relative Search Record | Delete |

[Insert](#)

[Save](#) [Close](#)

11. If the “Create Relative/Non-Relative Search Record” option was chosen in the Relative/Non-Relative drop-down for any additional children, you will receive this message:



Note: This information must be completed in order to pre-fill into the Case/Permanency Plan.

Click the Close button to close the message.

12. On the Notification of Placement page, click Close. This will return you to the Relative/Non-Relative Search page.

13. The date the notification was sent will display as a hyperlink next to the 'Notification of Placement Sent' field on the Relative/Non-Relative Search page. Each time a Notification of Placement is sent, a date sent hyperlink will display. Clicking a date hyperlink will open the associated Notification of Placement page. Click Close to return to the Relative/Non-Relative Search Summary page.

14. The Most Recent Notification Sent column will display the date as a hyperlink when the relative/non-relative is associated with a Notification of Placement. Clicking the date hyperlink will open that specific notification.

| Relative/Non-Relative Contact Information | Most Recent Notification Sent | Placement Considered | Description of why placement was not available, appropriate or safe | Wants to be considered as a permanent resource? | |
|--|-------------------------------|----------------------|---|---|---|
| Mae, Mazzy aunt 123 Elm Street Sun Prairie, WI 53590 | 02/15/2013 | Yes | Description... | Yes | Edit |
| Neighbor, Nora non-relative (connected to child) 55 Fairway Drive Saint Cloud, WI 53079 | No | No | Description... | No | Edit Delete |

15. Once created, the Relative/Non-Relative Search will display under the Planning icon. The number of Notification of Placements will display after the name. Clicking the [Relative/Non-Relative Search](#) hyperlink will open the corresponding Relative/Non-Relative Search Summary page.

 [Zoo, Mary \(9222055 \)](#) [Actions](#)

CPS Family - Ongoing 01/31/2007 Green, Supervisor Milwaukee-Region 1 1703 W North Ave , Milwaukee, WI 53213

 Assets and Income

 Assignment

 Case/Permanency Plan

 Eligibility

 ICWA


 Legal

 Placements

 Planning

 [Relative/Non-Relative Search - Zoo, M \(2\)](#)

 [Relative/Non-Relative Search - Zoo, Testing \(1\)](#)

16. To see details of the Notification of Placement, click the  icon to the left of the [Relative/Non-Relative Search](#) specific to that child.

 [Relative/Non-Relative Search - Zoo, Daryl \(3\)](#)

 [Relative/Non-Relative Search - Zoo, Mary \(2\)](#)

 [Notification of Placement - Mae, Mazzy \(aunt\)](#)
02/15/2013 (Zoo, Mary; Zoo, Testing)

 [Notification of Placement - Mae, Mazzy \(aunt\)](#)
11/25/2012 (Zoo, Mary)

 [Relative/Non-Relative Search - Zoo, Terrance \(3\)](#)